



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NORTH CAROLINA**



**EXTERNSHIP OPPORTUNITY**

**POSITION OVERVIEW:**

The U.S. District Court of the Eastern District of North Carolina is currently seeking candidates interested in an unpaid externship opportunity. Students will work under the supervision of Court Staff Attorneys and will primarily focus on legal research and writing in the area of prisoner post-conviction and civil rights cases. Additionally, this position will include exposure to various phases of civil and criminal proceedings such as an initial criminal appearance, pleas and sentencing hearings, civil motion hearings, and civil settlement conferences.

**REPRESENTATIVE DUTIES:**

- Provides legal review of pro se cases, including habeas corpus petitions and civil rights complaints;
- Conducts substantive legal analysis of pleadings and recommends dispositions of motions and cases;
- Drafts appropriate memoranda and orders for the Court's approval; and
- Performs other duties as assigned.

**QUALIFICATIONS:**

This opportunity is available to all 2L and 3L students. Candidates must have completed course work in Civil Procedure and Legal Research and Writing. Preference will be given to candidates who have completed Criminal Procedure and Evidence course work. Candidate must have excellent communication, research, writing, and interpersonal skills.

**APPLICATION PROCEDURE:**

Interested applicants must submit a cover letter, resume, brief writing sample (not to exceed 10 pages) and a copy of their transcript(s) to:

U.S. District Court ED/NC  
Office of Human Resources/ Attn: Michelle Gray  
310 New Bern Avenue, Rm 434  
Raleigh, NC 27601

All applications must be received no later than the application deadline noted below in order to be considered for this position.

| Spring Semester          | Fall Semester          |
|--------------------------|------------------------|
| October 15 <sup>th</sup> | March 15 <sup>th</sup> |

This opportunity is unpaid. Final candidates are subject to a background and fingerprint check. This agency provides reasonable accommodations to applicants with disabilities.

**- THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER -**